

CERTIFIED PAYROLL REPORTS FACT SHEET

PAYROLL SUBMISSION:

Weekly Certified Payroll Reports are to be submitted beginning with the first week that your company works on the project and for every week worked afterward until your firm has completed its work.

✂ If you are a Subcontractor on a project, your payrolls should be submitted weekly to the Prime Contractor.

The Prime Contractor should submit all payrolls to the WisDOT Labor Compliance Officer in the District that the project is located in (*See attached List of Counties under each District*).

PAYROLL REVIEW:

The Prime Contractor should REVIEW each subcontractor's payroll reports for compliance PRIOR to submitting the reports to the WisDOT Labor Compliance Officer.

✂ Remember, the Prime Contractor is responsible for the full compliance of all subcontractors on the contract and will be held accountable for any wage restitution that may be found due to any worker underpaid.

PAYROLL CERTIFICATION:

Each weekly payroll shall be accompanied by a "Compliance Statement" signed by the Contractor or Subcontractor or his or her agent who pays or supervises the payment of persons employed under the contract.

If someone other than the owner is signing the payrolls, the owner must authorize in writing that another employee can sign the payrolls. A signed authorization may be requested by the WisDOT Labor Compliance Officer.

*✂ Make sure the Compliance Statement is signed with an original signature.
NOT stamped or Xeroxed*

Complete all of the identifying information at the top of the "Compliance Statement" (DT1816 4/2004):

- ◆ Number consecutively corresponding with the Weekly Payroll Report.
If you number your payroll reports consecutively, you do not need to submit "no work" payrolls.
- ◆ Project Identification Number state and federal, if applicable.
- ◆ County where the work is performed.
- ◆ Payroll Period: Pay period start and end dates. **Week ending date, usually a Saturday.**
- ◆ Contractor or Subcontractor Company Name.
- ◆ Authorized Agent's Name and Title.

PART 1 certifies that you've paid all of the employees on the project the full weekly wages earned.

- ◆ 1 (a) : List any exceptions as to why an employee did not receive the full weekly wages earned.
- ◆ 2 (a) : List the description of the employees deductions listed on the certified payrolls.

FRINGE BENEFIT PROVISIONS: [CHECK ONLY ONE]

✎ If more than one box is checked, please explain.

- ◆ 4 (a) : indicates that you are paying the required fringe benefits to approved plans or programs.
- ◆ 4 (b) : indicates that fringe benefit amounts are paid directly to the employee by adding the fringe benefit rate to the basic hourly rate of pay.
- ◆ 4 (c) : Exceptions are noted here. If a portion of the required fringe benefit is paid to programs and the balance directly to employee, explain those differences.

☺ Only one Compliance Statement is required for each Employer's weekly payroll no matter how many pages are needed to report the employee data.

PAYROLL RETENTION:

Every Contractor (including every Subcontractor) must keep a complete set of their own payrolls and other basic records such as time cards, for a WisDOT project for at least 3 years after the project is completed. In addition, the Prime Contractor must keep a complete set of all of the payrolls (including their Subcontractors).

PAYROLL INSPECTION:

Every Contractor (including Subcontractors) must make their own copy of the payrolls available for review or copying to any authorized representative from WisDOT.

Revised October 21, 2004